

TRANSPORTATION REQUEST

This form is to be used for all requests for transportation not regularly scheduled. Complete the first two sections, then submit this form to your building principal who will forward it to the Transportation Director. Your verification that the trip is scheduled will be a copy of this form returned to you. When the trip is completed, complete the last section and give it to your building principal.

Person Making Request _____

Building _____ Today's Date _____

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TRIP INFORMATION

Date Transportation Requested _____ Destination _____

Purpose of Trip _____

Number of Students _____ Grade Level _____

If appropriate, have chaperones been secured? Yes _____ No _____ N/A _____

If appropriate, have permission slips been secured? Yes _____ No _____ N/A _____

Are special meal arrangements necessary? If yes, explain _____

Are there any fees/admission charges? If yes, explain _____

Departure Time _____ Return Home Time _____ Other Information _____

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AUTHORIZATION

Has the teacher/sponsor/chaperone received a copy of the field trip guidelines? Yes _____ No _____

Building Principal Approval Yes _____ No _____ Signature _____

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TRIP SCHEDULING

Numbers of Bus(es) Assigned _____

Transportation Director _____ Date _____

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POST TRIP REMARKS

Please list any problems, accidents or unusual incidents that occurred on the trip: _____

Did this field trip: Meet _____ Exceed _____ Fall Short _____ of your educational objectives? You may write comments on the back of this form.

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COPIES: Originator/Transportation Director/Administration